

# Fall 2016 Registration in One Bellarmine

## *Information for Faculty and Staff Advisors*

This document contains information about **THREE** pieces of functionality you may use in One Bellarmine to help you through the Fall 2016 registration period.

Login to One Bellarmine ([one.bellarmino.edu](http://one.bellarmino.edu)). The login button is on the top right corner of the screen (your username must be followed by @bellarmine.edu). On your One Dashboard page refer to the **Ellucian Web Advisor** menu as the first step to all the functionality below.

### **1. Track Real-Time Enrollments in Courses by Subject**

The public web class schedule we're all accustomed to ([this site](#)) is no longer available after summer 2016. To track real-time enrollment numbers in fall courses, do the following:

**For Faculty:** under the Ellucian Web Advisor menu, choose Faculty, then Faculty Information, and then Search for Sections.

**For Staff:** under the Ellucian Web Advisor menu, choose Advisors, then Advisor Information, and then Search for Sections.

Enter the term and the subject you're looking for and click submit at the bottom.

### **2. View Your Fall Class Rosters**

Under the Ellucian Web Advisor menu, choose Faculty, then Faculty Information, then Class Roster. A list of sections for which you are the instructor will appear on the screen. Click on the section Name/Title and your roster will display.

Note: at this time there is no functionality available for chairs or staff members to see class rosters of other faculty; they are only available to the instructors assigned to the course(s).

### **3. View the Course Offerings as the Students See Them**

**For Faculty:** under the Ellucian Web Advisor menu, choose Faculty, then Faculty Information, then Advising Self-Service. A list of your current advisees will appear (note: this list may not be accurate yet; we are still migrating advising information to the new system). Select one of your advisees by clicking their name. Use the arrow to change the term. Click the Course Catalog tab in the gray bar and choose the subject you wish to review. Courses that are offering sections in the coming term will display with a scarlet bar for the user to see the available sections.

**For Staff:** under the Ellucian Web Advisor menu, choose Advisors, then Advisor Information, then Advising Self-Service. If your account has been set up for you to access advisees, use the search box to enter the name or ID of the student you wish to see. Click on that student's name. Use the arrow to change the term. Click the Course Catalog tab in the gray bar and choose the subject you wish to review. Courses that are offering sections in the coming term will display with a scarlet bar for the user to see the available sections.

**Questions?** Contact Ann Olsen, Registrar, 502-272-8230, [aolsen@bellarmine.edu](mailto:aolsen@bellarmine.edu)